

**SECRET**

DDA Registry

85-0048/1

28 MAR 1985

MEMORANDUM FOR: Executive Director

FROM: Harry E. Fitzwater  
Deputy Director for AdministrationSUBJECT: Centralized Equipment Maintenance REFERENCE: Note for DDA fm EXDIR, dtd 7 Feb 85  
Subject: Centralized Maintenance Issue

1. By way of response to the last paragraph of your 7 February note on the centralized maintenance issue, I have asked the Director of Logistics to keep the pressure on in developing a program to reduce both the total number of contracts and the number of vendors over a two to three-year time period. We envision a multi-phased approach which will involve cognizant technical offices.

2. We propose action to include the following specific areas:

a. Agency Copier Management Program - The centralization of copy machine procurement and maintenance services in P&PD/OL has been a resounding success in standardizing equipment and consolidating maintenance services. This is about to become unglued because of Agency policy on contracting with organizations subject to foreign ownership control or influence (FOCI) (see HN ) We must have relief from this policy in the area of copy equipment or we will end up with second-rate equipment and significant increases in maintenance and servicing problems. P&PD/OL is now documenting the case for an across-the-board waiver to FOCI policy as it applies to copier equipment.

b. The whole new area of video and television equipment needs to be centralized as we have done in the copier equipment arena. OL has prepared a proposal to implement such a program to preempt future problems in contracting for maintenance of the equipment.

OL 12041-85

**SECRET**

**SECRET**

c. We have requested OC to review their extensive equipment inventory in an effort to increase standardization in their cognizant materiel. We shall monitor all service contracts in this area and consolidate requirements wherever possible.

d. OL will assist in identifying commonality in personal property equipment and furnishings in order to facilitate consolidated service, maintenance, and repair of personal property. Specific examples in these areas are: (1) plans now in progress to standardize on office systems furniture for the new building, (2) desk top printing calculators, (3) electric typewriters, and (4) materiel and accessories in support of CRAFT installations. This consolidation effort should substantially reduce the number of service contracts and vendors that Agency customers and Logistics must deal with regularly.

3. Assuming we will receive a reasonable amount of cooperation from our Agency customers, we are hopeful that a move to standardize office equipment will result in our ability to consolidate service contracts and a reduction in the number of vendors requiring access to Agency facilities. We will target on a 25 percent reduction by 1988.

  
Harry E. Fitzwater

DDA/MS  27Mar85

Retyped from OL

Orig - Adse

- 1 - DDA Subject
- 1 - DDA Chrono
- 1 - DDA/MS Subject
- 1 - DDA/MS Chrono
- 1 - D/OL
- 1 - D/OC
- 1 - D/OIT

**SECRET**